

**BIDDER'S PROPOSAL**

Company: \_\_\_\_\_

Total Bid: \_\_\_\_\_

**CURB, GUTTER AND SIDEWALK REPLACEMENT PROGRAM  
AND  
RESIDENTIAL SIDEWALK RAMPING (CDBG #601416-11)  
B2011-35**

Honorable Mayor and Members  
of the Torrance City Council  
Torrance, California

Members of the Council:

In accordance with the Notice Inviting Bids pertaining to the receiving of sealed proposals by the City Clerk of the City of Torrance for the above titled improvement, the undersigned hereby proposes to furnish all Work to be performed in accordance with the Plans, Specifications, Standard Drawings, and the Contract Documents, for the unit price or lump sum set forth in the following schedule.

**BID SCHEDULE****(CDBG funds will be used for payment of Bid Item #2 only)**

<b>Item No.</b>	<b>Approx. Qty</b>	<b>Unit of Measure</b>	<b>Item Description</b>	<b>Unit Price</b>	<b>Total Bid</b>
<b>1</b>	1,000	LF	REMOVE PCC CURB OR CURB & GUTTER (HEIGHT AND WIDTH VARIES) OUTSIDE LIMITS OF CURB ACCESS RAMP and CONSTRUCT PCC CURB OR CURB & GUTTER PER SPPWC STD. 120-2 [TYPE: A1-150(6); A1-200(8); A2-150(6) OR A2-200(8)] OVER 8" CMB, INCLUDING RESTORATION OF 1-FOOT WIDE SLOT PATCH. MATCH EXISTING CURB HEIGHT AND GUTTER WIDTH.	\$	\$
<b>2</b>	496	EA	REMOVE EXISTING CORNER RADIUS CURB OR CURB & GUTTER (HEIGHT/WIDTH VARIES) AND SIDEWALK. CONSTRUCT NEW CORNER PCC CURB OR CURB & GUTTER PER SPPWC STD. 120-2 [TYPE: A1-150(6); A1-200(8); A2-150(6) OR A2-200(8)] OVER 8" CMB AND 3.5" THICK CURB ACCESS RAMP ON 4" CMB, INCLUDING RESTORATION OF 1-FOOT WIDE SLOT PATCH. CURB RAMP IS NOT MONOLITHIC WITH CURB OR C&G.	\$	\$

Item No.	Approx. Qty	Unit of Measure	Item Description	Unit Price	Total Bid
3	5,000	SF	REMOVE EXISTING SIDEWALK AND CONSTRUCT 3.5" THICK PCC SIDEWALK OVER 4" CMB, OUTSIDE LIMITS OF CURB ACCESS RAMP.	\$	\$
4	453	EA	FURNISH AND INSTALL 36" X 48" DETECTABLE WARNING SURFACE PANEL AT ACCESS RAMP.	\$	\$
5	5	EA	TREE REMOVAL	\$	\$
6	1	ALW	TREE OR PLANT TRIMMING AND/OR PRUNING	\$1,500.00	\$1,500.00
7	10	EA	SIGNS REMOVALS AND RELOCATIONS	\$	\$
8	12,800	SF	REMOVE EXISTING PAVEMENT AND CONSTRUCT 4" AC PAVEMENT OVER 4" CMB.	\$	\$
9	230	LF	NEW PAINTED CURB	\$	\$
10	50	EA	ADJUST UTILITY COVERS TO GRADE	\$	\$
11	49	EA	SURVEY MONUMENTS	\$	\$
12	1	ALW	PAVEMENT MARKINGS REMOVAL & REPLACEMENT	\$5,000.00	\$5,000.00
13	1	ALW	CROSS GUTTER CONCRETE PATCHING	\$8,000.00	\$8,000.00
14	1	EA	MANHOLE FRAME ADJUSTMENT	\$	\$
15	1	LS	CONSTRUCTION SURVEY	\$	\$
<b>CROSS GUTTER/RAMP IMPROVEMENTS LOCATIONS</b>					
Item No.	Approx. Qty	Unit of Measure	Item Description	Unit Price	Total Bid
16	1	LS	CONSTRUCTION SURVEY FOR CROSS GUTTER/RAMP IMPROVEMENT	\$	\$
17	400	SF	CERISE AVENUE AND 232ND STREET (LOC#124)	\$	\$
18	70	SF	PENNSYLVANIA AVENUE AND 233RD STREET (LOC#149)	\$	\$

Item No.	Approx. Qty	Unit of Measure	Item Description	Unit Price	Total Bid
19	880	SF	NEWTON STREET AND GLENCOE WAY (LOC#201)	\$	\$
20	880	SF	NEWTON STREET AND PITCAIRN WAY (LOC#202)	\$	\$
21	965	SF	GREEN MEADOWS AVENUE AND JANET LANE (LOC#228)	\$	\$
22	1,930	SF	GREEN MEADOWS AVENUE AND HARLEE LANE (LOC#230)	\$	\$
23	1,930	SF	HIGHGROVE AVENUE AND HARLEE LANE (LOC#231)	\$	\$
24	1,001	SF	PASEO DE PABLO AND VIA COLUSA (LOC#249)	\$	\$
25	916	SF	PASEO DE PABLO AND CALLE DE FELIPE (LOC#250)	\$	\$

**TOTAL BID PRICE \$** \_\_\_\_\_  
(Figures)\*

**TOTAL BID PRICE:** \_\_\_\_\_  
(Words)\*

**\*BID MAY BE REJECTED IF TOTAL IS NOT SHOWN IN FIGURES AND WORDS.**

**B2011-35**

**B2011-35**

The undersigned furthermore agrees to enter into and execute a contract, with necessary bonds, at the unit prices set forth herein and in case of default in executing such contract, with necessary bonds, the check or bond accompanying this bid and the money payable thereon shall be forfeited thereby to and remain the property of the City of Torrance.

The above unit prices include all work appurtenant to the various items as outlined in the Specifications and all work or expense required for the satisfactory completion of said items. In case of discrepancies between unit prices and totals, the unit prices shall govern.

The undersigned declares that it has carefully examined the Plans, Specifications, and Contract Documents, and has investigated the site of the work and is familiar with the conditions thereon.

\_\_\_\_\_  
Contractor

Date: \_\_\_\_\_ By: \_\_\_\_\_

Contractor's State License Address: \_\_\_\_\_

No. \_\_\_\_\_

Class \_\_\_\_\_ Phone: \_\_\_\_\_

**ACKNOWLEDGMENT OF ADDENDA RECEIVED – B2011-35**

The Bidder shall acknowledge the receipt of addenda by placing an "X" by each addendum received.

Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_

Addendum No. 4 \_\_\_\_\_

Addendum No. 5 \_\_\_\_\_

If an addendum or addenda have been issued by the City and not noted above as being received by the Bidder, the Bid Proposal may be rejected.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

CONTRACTOR'S AFFIDAVIT

STATE OF CALIFORNIA     }  
                                     }  
COUNTY OF \_\_\_\_\_}

B2011-35

\_\_\_\_\_, being first duly  
sworn, deposes and says:

1. That he is the

\_\_\_\_\_  
Title

of \_\_\_\_\_  
(Name of Partnership, Corporation, or Sole Proprietorship)

hereinafter called "Contractor," who has submitted to the City of Torrance a proposal for the Construction of CURB, GUTTER AND SIDEWALK REPLACEMENT PROGRAM, I-93 and RESIDENTIAL SIDEWALK RAMPING (CDBG #601416-11); B2011-35;

2. That said proposal is genuine; that the same is not sham; that all statement of facts therein are true;
3. That such proposal was not made in the interest or behalf of any person, partnership, company, association, organization or corporation not named or disclosed;
4. That the Contractor did not, directly or indirectly, induce, solicit or agree with anyone else to submit a false or sham bid, to refrain from bidding, or to withdraw the bid, to raise or fix the bid price of the Contractor or anyone else, or to raise or fix any overhead, profit or cost element of the Contractor's price or the price of anyone else; and did not attempt to induce action prejudicial to the interest of the City of Torrance, or of any other bidder, or anyone else interested in the proposed contract;
5. That the Contractor has not in any manner sought by collusion to secure for itself an advantage over any other bidder or to induce action prejudicial to the interests of the City of Torrance, or of any other bidder or of anyone else interested in the proposed contract;
6. That the Contractor has not accepted any bid from any subcontractor or materialman through any bid depository, the bylaws, rules or regulations of which prohibit or prevent the Contractor from considering any bid from any subcontractor or materialman, which is not processed through said bid depository, or which prevent any subcontractor or materialman from bidding to any contractor who does not use the facilities of or accept bids from or through such bid depository;

**CONTRACTOR'S AFFIDAVIT (CONTINUED)**

7. That the Contractor did not, directly or indirectly, submit the Contractor's bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of Individuals, except to the City of Torrance, or to any person or persons who have a partnership or other financial interest with said Contractor in its business.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Subscribed and Sworn to  
before me this \_\_\_\_\_ day \_\_\_\_\_  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Notary Public in and for said  
County and State.  
(Seal)

**BID BOND**

**B2011-35**

**KNOW ALL MEN BY THESE PRESENTS:** That we, \_\_\_\_\_

\_\_\_\_\_

as principal, and \_\_\_\_\_

as sureties, are held and firmly bound unto the City of Torrance, State of California, in the penal sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_), for the payment whereof we hereby bind ourselves, our successors, heirs, executors or administrators jointly and severally, firmly by these presents.

The condition of this obligation is such that, whereas the above bounded principal is about to file with and submit to the City of Torrance a bid or proposal for the performance of certain work as required in the City of Torrance, Project No. **B2011-35**, said work being: the Construction of **CURB, GUTTER AND SIDEWALK REPLACEMENT PROGRAM, I-93 and RESIDENTIAL SIDEWALK RAMPING (CDBG #601416-11)** and in compliance with the Specifications therefor under an invitation of said City contained in a notice or advertisement for bids or proposals; now if the bid or proposal of the said principal shall be accepted and if the said work be thereupon awarded to the principal by said City and if the said principal shall enter into a contract with the said City in accordance with said bid or proposal, or if the bid or proposal of the said principal is rejected, then this bond shall be void and of no effect and otherwise in full force and effect.

**WITNESS** our hands this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety/Attorney-in-Fact

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Local Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_

## LIST OF SUBCONTRACTORS

The Bidder is required to fill in the following blanks in accordance with the provisions of the Subletting and Subcontracting Fair Practices Act (Chapter 2 of Division 5, Title 1 of the Government Code of the State of California) and should familiarize itself with Section 2-3 of the Standard Specifications.

Name Under Which Subcontractor is Licensed: \_\_\_\_\_

CA License Number, Classification and Type: \_\_\_\_\_

Address of Office, Mill or Shop: \_\_\_\_\_

Specific Description of Sub-Contract: \_\_\_\_\_

Name Under Which Subcontractor is Licensed: \_\_\_\_\_

CA License Number, Classification and Type: \_\_\_\_\_

Address of Office, Mill or Shop: \_\_\_\_\_

Specific Description of Sub-Contract: \_\_\_\_\_

Name Under Which Subcontractor is Licensed: \_\_\_\_\_

CA License Number, Classification and Type: \_\_\_\_\_

Address of Office, Mill or Shop: \_\_\_\_\_

Specific Description of Sub-Contract: \_\_\_\_\_

Name Under Which Subcontractor is Licensed: \_\_\_\_\_

CA License Number, Classification and Type: \_\_\_\_\_

Address of Office, Mill or Shop: \_\_\_\_\_

Specific Description of Sub-Contract: \_\_\_\_\_

Subcontractors listed in accordance with the provisions of Section 2-3 must be properly licensed under the laws of the State of California for the type of work which they are to perform. Do not list alternate subcontractors for the same work.

**REFERENCES**

(List only work that is similar in scope, magnitude and degree of difficulty and completed by the Contractor within the past three [3] years.)

1. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_
2. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_
3. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_
4. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

**REFERENCES**

If Contractor has not performed work for the City of Torrance within the last five (5) years, list all work done within said five years (attach additional sheets if necessary). Note if work was done as subcontractor [include only subcontract amount]:

Work Description & Contract Amount	Agency	Date Completed

Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_

a. Date first obtained: \_\_\_\_\_ Expiration \_\_\_\_\_

b. Has License ever been suspended or revoked? \_\_\_\_\_

If yes, describe when and why: \_\_\_\_\_

c. Any current claims against License or Bond? \_\_\_\_\_

If yes, describe claims: \_\_\_\_\_

Principals in Company (List all – attach additional sheets if necessary):

<u>NAME</u>	<u>TITLE</u>	<u>LICENSE NO.</u> (If Applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**VIOLATIONS OF FEDERAL, STATE OR LOCAL LAWS**

1. Has your firm or its officers been assessed any penalties by an agency for noncompliance or violations of Federal, State or Local labor laws and/or business or licensing regulations within the past five (5) years relating to your construction projects?

Yes/No: \_\_\_\_\_ Federal/State: \_\_\_\_\_

If "yes," identify and describe, (including agency and status): \_\_\_\_\_

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Have the penalties been paid? Yes/No: \_\_\_\_\_

2. Does your firm or its officers have any ongoing investigations by any public agency regarding violations of the State Labor Code, California Business and Professions Code or State Licensing Laws?

Yes/No: \_\_\_\_\_ Code/Laws: \_\_\_\_\_ Section/Article: \_\_\_\_\_

If "yes," identify and describe, (including agency and status): \_\_\_\_\_

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**DISQUALIFICATION OR DEBARMENT**

Has your firm, any officer of your firm, or any employee who has a proprietary interest in your firm ever been disqualified, removed, or otherwise prevented from bidding on, performing work on, or completing a federal, state or local project because of a violation of law or a safety regulation? Yes/No: \_\_\_\_\_. If yes, provide the following information (if more than once, use separate sheets):

Date: \_\_\_\_\_ Entity: \_\_\_\_\_

Location: \_\_\_\_\_

Reason: \_\_\_\_\_

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Provide Status and any Supplemental Statement: \_\_\_\_\_

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Has your firm been reinstated by this entity? Yes/No: \_\_\_\_\_

### DBE BIDDERS LIST

All bidders are required to provide the following information for each DBE and non-DBE subcontractor or subconsultant who provided a proposal, bid, quote, or were contacted by the proposed prime bidder. This information is required from the proposed prime bidder and must be submitted with their bid/proposal. The City of Torrance will use this information to maintain and update a "Bidders" List to assist in the overall annual DBE goal-setting process.

<b>Firm Name:</b> _____	<b>Phone:</b> _____
<b>Address:</b> _____	<b>Fax:</b> _____
<b>Contact Person:</b> _____	<b>No. of years in business:</b> _____
<b>Is the firm currently certified as a DBE under 49 CFR Part 26:</b> YES: ____ NO: ____	
<b>Type of work/services/materials provided by firm?</b> _____ _____	
<b>What was your firm's Gross Annual receipts for last year?</b>	
<div style="text-align: center;"><b>Less than \$1 Million</b> <b>Less than \$5 Million</b> <b>Less than \$10 Million</b> <b>Less than \$15 Million</b> <b>More than \$15 Million</b></div>	

This form can be duplicated if necessary to report all bidders (DBEs and non-DBEs) information.



**Community Development Commission  
County of Los Angeles**

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**COUNTY LOBBYIST CODE CHAPTER 2.160  
COUNTY ORDINANCE NO. 93-0031  
CERTIFICATION**

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: (       ) \_\_\_\_\_

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Acting on behalf of the above named firm, as its Authorized Official, I make the following Certification to the County of Los Angeles and the Community Development Commission, County of Los Angeles.

- 1) It is understood that each person/entity/firm who applies for a Community Development Commission contract, and as part of that process, shall certify that they are familiar with the requirements of the Los Angeles County Code, Chapter 2.160 (Los Angeles County Ordinance 93-0031) and;
- 2) That all persons/entities/firms acting on behalf of the above named firm have and will comply with the County Code, and;
- 3) That any person/entity/firm who seeks a contract with the Community Development Commission shall be disqualified therefrom and denied the contract and, shall be liable in civil action, if any lobbyist, lobbying firm, lobbyist employer or any other person or entity acting on behalf of the named firm fails to comply with the provisions of the County Code.

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This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into contract with the Los Angeles County and the Community Development Commission, County of Los Angeles.

Authorized Official:

\_\_\_\_\_  
(Contractor/Subcontractor)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

<b>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b> <b>REPORT OF ADDITIONAL CLASSIFICATION AND RATE</b>		<b>HUD FORM 4230A</b> <small>OMB Approval Number 2501-0011 (Exp. 01/31/2010)</small>	
<b>1. FROM</b> (name and address of requesting agency)		<b>2. PROJECT NAME AND NUMBER</b>	
<b>4. BRIEF DESCRIPTION OF PROJECT</b>		<b>3. LOCATION OF PROJECT</b> (City, County and State)	
		<b>5. CHARACTER OF CONSTRUCTION</b> <input type="checkbox"/> Building <input type="checkbox"/> Residential <input type="checkbox"/> Heavy <input type="checkbox"/> Other (specify) <input type="checkbox"/> Highway	
<b>6. WAGE DECISION NO.</b> (include modification number, if any)  <input type="checkbox"/> COPY ATTACHED		<b>7. WAGE DECISION EFFECTIVE DATE</b>	
<b>8. WORK CLASSIFICATION(S)</b>		<b>HOURLY WAGE RATES</b>	
		<b>BASIC WAGE</b>	<b>FRINGE BENEFIT(S) (if any)</b>
<b>9. PRIME CONTRACTOR</b> (name, address)		<b>10. SUBCONTRACTOR/EMPLOYER, IF APPLICABLE</b> (name, address)	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Check All That Apply:</b> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The work to be performed by the additional classification(s) is not performed by a classification in the applicable wage decision.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The proposed classification is utilized in the area by the construction industry.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The proposed wage rate(s), including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage decision.         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> The interested parties, including the employees or their authorized representatives, agree on the classification(s) and wage rate(s).         </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Supporting documentation attached, including applicable wage decision.         </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Check One:</b> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>Approved, meets all criteria. DOL confirmation requested.</b> </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>One or more classifications fail to meet all criteria as explained in agency referral. DOL decision requested.</b> </div>			
<div style="border-top: 1px solid black; margin-top: 20px;"> <b>Agency Representative</b>  <small>(Typed name and signature)</small> </div>		<div style="border-top: 1px solid black; margin-top: 20px;"> <b>FOR HUD USE ONLY</b>  <b>LR2000:</b>   <b>Log in:</b>   <b>Log out:</b> </div>	
<div style="border-top: 1px solid black; margin-top: 20px;"> <b>Date</b> </div>		<div style="border-top: 1px solid black; margin-top: 20px;"> <b>Phone Number</b> </div>	

CONTRACTOR LIST OF PROPOSED SUBCONTRACTORS

PROJECT NAME

AWARDING AGENCY

Location:

Project Number:

SUBCONTRACTORS: Name, Address, and Telephone Number	Employer Identification Number	Contractor License Number	Contract Amount	Estimated Start Date	Estimated Completion Date	TRADES TO BE USED

FOR REFERENCE ONLY. NOT FOR SUBMITTAL TO THE CITY

Signature

Name and Title

Date

Company Name

## WORKER'S COMPENSATION CERTIFICATION

I certify, by signature below, that I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## **NON-SEGREGATED FACILITIES CERTIFICATION**

### **FEDERALLY-ASSISTED CONSTRUCTION PROJECTS**

The federally-assisted construction contractor certifies that he/she DOES NOT and WILL NOT:

1. Maintain or provide, for his/her employees, any segregated facilities at any of his/her establishments.
2. Permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained.

The federally-assisted contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term segregated facilities means any waiting room, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise.

The federally-assisted contractor agrees that (except where he/she has obtained identical certifications from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause, and that he/she will retain such certifications in his/her files.

**NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.**

Date: \_\_\_\_\_

Project Number: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATION**  
**WITH REGARD TO THE PERFORMANCE OF PREVIOUS CONTRACTS OR**  
**SUBCONTRACTS SUBJECT TO THE EQUAL OPPORTUNITY CLAUSE AND**  
**THE FILING OF REQUIRED REPORTS**

The ☐bidder, ☐proposed sub-contractor, hereby certifies that he/she ☐has, ☐has not, participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and that he/she ☐has, ☐has not, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

Date: \_\_\_\_\_ Project Number: \_\_\_\_\_ Contract Award: \$ \_\_\_\_\_

Awarding Agency: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Total Number of Employees \_\_\_\_\_

Affiliate Company: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTE:** The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt).

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the U.S. Department of the Interior or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

SF-100 (EEO-1) must be filed by:

(A) All private employers who are:

- (1) Subject to Title VII of the Civil Rights Act of 1964 (as amended) with 100 or more employees.
- (2) Subject to Title VII who has fewer than 100 employees, if the company is owned or affiliated with another company, or there is centralized ownership, control or management so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

(B) All federal contractors (private employers), who:

- (1) Are not exempt as provided for by 41 CFR 60-1.5
- (2) Have 50 or more employees, and
  - a. Are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or
  - b. Serve as a depository of Government funds in any amount, or
  - c. Is a financial institution, which is an issuing, and paying agent for U.S. Savings Bonds and Notes.

## EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT

TO:

\_\_\_\_\_  
(Name of Labor Union, Workers Representative, etc.)

\_\_\_\_\_  
(Address)

Name of Business (Contractor): \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

The Undersigned currently holds a contract with \_\_\_\_\_, involving funds of the U. S. Government, or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract, and in accordance with Executive Order 11246, the undersigned is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. This obligation not to discriminate in employment includes, but is not limited to the follow:

1. Hiring, placement, upgrading, transfer or demotion;
2. Recruitment, advertising or solicitation for employment;
3. Treatment during employment;
4. Rates of pay or other forms of compensation;
5. Selection for training, including apprenticeship; and
6. Layoff or termination.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Executive Order 11246. Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

\_\_\_\_\_  
(Print Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

**NONCOLLUSION AFFIDAVIT**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY of TORRANCE, DEPARTMENT OF PUBLIC WORKS.

State of California )

County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that, he or she is \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid."

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Company: \_\_\_\_\_

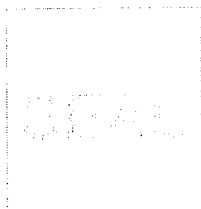
Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SWORN TO AND SUBSCRIBED TO BEFORE ME



This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

/s/ Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## FEDERAL LOBBYIST CERTIFICATION

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: (       ) \_\_\_\_\_

Acting on behalf of the above named firm, as its Authorized Official, I make the following Certification to the U. S. Department of Housing and Urban Development and the Community Development Commission, County of Los Angeles.

- 1) No Federal appropriated funds have been paid by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and;
- 3) The above name firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

\_\_\_\_\_  
(Contractor/Subcontractor)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

### SECTION 3 BUSINESS CERTIFICATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ ☐ Bid ☐ Amount: \$ \_\_\_\_\_

☐ The above mentioned business **is a *Section 3 qualified business*** based on the following:

☐ **51-percent owned** by income-qualified residents

Total Number of Owners \_\_\_\_\_, Number of income-qualified Owners \_\_\_\_\_  
(Submit a *Resident Certification* form for each owner with this certification form), **or**

☐ **Employ 30-percent** or more, permanent, full-time employees that are income-qualified residents

Total Number of all full-time employees \_\_\_\_\_, Number of income-qualified Employees \_\_\_\_\_  
(Submit a *Resident Certification* form for each employee with this certification form), **OR**

☐ The above mentioned business **is not a *Section 3 qualified business***. However, to meet *Section 3* goals, this business is providing the *Local Contracting Agency* an ***Economic Opportunity Plan*** to report the job classifications and the number of income qualified new hires and qualified business concerns that will be hired prior to contract award and, for openings during the course of construction, further agrees to:

- ▶ Hire income-qualified residents (at least 30-percent of aggregate new hires), or
- ▶ Subcontract 25-percent or more of the bid amount to *Section 3* qualified businesses, **and agrees to;**

Incorporate *Section 3 Resident Certification* forms into our hiring practices for this project:

- ▶ *Resident Certification* forms will be completed with each new application for employment, and
- ▶ Complete an *Economic Opportunity Summary* form and submit with the final payroll.

Under penalty of perjury, the undersigned declares that the above information is true and correct;

\_\_\_\_\_  
Signature of Owner/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner/Principal

\_\_\_\_\_  
License Number

*To Be Completed by the Local Contracting Agency*

Preference Category: ☐ Youthbuild ☐ Targeted Service Area ☐ Metropolitan Area ☐ Other

(Census Tract Number, Zip Code, City, etc.): \_\_\_\_\_

**SECTION 3 RESIDENT CERTIFICATION**

(2011 INCOME GUIDELINES)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

☐ I hereby certify that I am a *Section 3* resident; based on the following qualification(s):1. ☐ I am a *Public Housing* resident (Specify Name of the Public Housing site): \_\_\_\_\_2. ☐ I am a low-income resident of the *Los Angeles/Orange County metropolitan area*.**Select your Family Size and gross annual Income Limits (from all sources):****FAMILY SIZE****INCOME LIMITS**

<input type="checkbox"/> 1	<input type="checkbox"/> \$17,950 or Less	<input type="checkbox"/> \$17,951 to \$29,900	<input type="checkbox"/> \$29,901 to \$47,850	<input type="checkbox"/> \$47,851 or more
<input type="checkbox"/> 2	<input type="checkbox"/> \$20,500 or Less	<input type="checkbox"/> \$20,501 to \$34,200	<input type="checkbox"/> \$34,201 to \$54,650	<input type="checkbox"/> \$54,651 or more
<input type="checkbox"/> 3	<input type="checkbox"/> \$23,050 or Less	<input type="checkbox"/> \$23,051 to \$38,450	<input type="checkbox"/> \$38,451 to \$61,500	<input type="checkbox"/> \$61,501 or more
<input type="checkbox"/> 4	<input type="checkbox"/> \$25,600 or Less	<input type="checkbox"/> \$25,601 to \$42,700	<input type="checkbox"/> \$42,701 to \$68,300	<input type="checkbox"/> \$68,301 or more
<input type="checkbox"/> 5	<input type="checkbox"/> \$27,650 or Less	<input type="checkbox"/> \$27,651 to \$46,150	<input type="checkbox"/> \$46,151 to \$73,800	<input type="checkbox"/> \$73,801 or more
<input type="checkbox"/> 6	<input type="checkbox"/> \$29,700 or Less	<input type="checkbox"/> \$29,701 to \$49,550	<input type="checkbox"/> \$49,551 to \$79,250	<input type="checkbox"/> \$79,251 or more
<input type="checkbox"/> 7	<input type="checkbox"/> \$31,750 or Less	<input type="checkbox"/> \$31,751 to \$52,950	<input type="checkbox"/> \$52,951 to \$84,700	<input type="checkbox"/> \$84,701 or more
<input type="checkbox"/> 8	<input type="checkbox"/> \$33,800 or Less	<input type="checkbox"/> \$33,801 to \$56,400	<input type="checkbox"/> \$56,401 to \$90,200	<input type="checkbox"/> \$90,201 or more

☐ I am not a public housing or low-income resident of the *Los Angeles/Orange County metropolitan area*.\_\_\_\_\_  
*Employee Signature*\_\_\_\_\_  
*Date***To Be Completed by the EMPLOYER**The above-named person is a ☐ permanent full-time ☐ new-hire employee that was hired on: \_\_\_\_\_

This person's Work Classification is: \_\_\_\_\_

Company Name: \_\_\_\_\_

Print Name of Owner / Agent: \_\_\_\_\_ Signature of Owner / Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by the Local Contracting Agency's SECTION 3 COORDINATOR**☐ The person listed above is a *Section 3* qualified resident of Los Angeles County based on the following:Income Level: ☐ Extremely Low ☐ Very Low ☐ Low (Effective Date of Federal Income Guidelines used; \_\_\_\_\_)Category: ☐ Resident of public housing development within the project area.☐ Resident of public housing development or participant of Section 8 voucher program within Los Angeles/Orange County.☐ Participant of; ☐ Youthbuild ☐ McKinney Homeless, or ☐ Other qualified program \_\_\_\_\_☐ Income qualified resident, residing within the Los Angeles/Orange County metropolitan area.☐ The person listed above is not a *Section 3* qualified resident of Los Angeles County based on the following:

Local Contracting Agency: \_\_\_\_\_ Name of Section 3 Coordinator: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 3 ECONOMIC OPPORTUNITY PLAN**

Business Name <input type="checkbox"/> Bidder: <input type="checkbox"/> Contractor		Dollar Amount of <input type="checkbox"/> Bid <input type="checkbox"/> Contract: \$	Date Plan Submitted to LCA:
Business Address		Name of Owner or Authorized Agent	Signature Owner or Authorized Agent
Local Contracting Agency (LCA):		Section 3 Coordinator:	Contact Information for Section 3 Coordinator:
CDBG Project Number	Project Name:	Project Location	

**Section 3 Employment Commitment** (attach completed Resident Certification form for each new hire)

WORK CLASSIFICATIONS	TOTAL NEW HIRES	Income-qualified NEW HIRES	% of Aggregate New Hires Who are Section 3 Residents
Professionals			
Technicians			
Office/Clerical			
Trade:			
Trade:			
Trade:			
Trade:			
Totals:			%

**Section 3 Subcontract Award** (attach a completed Section 3 Business Certification forms for each contract)

NAME OF SECTION 3 BUSINESS CONCERN	License Number	Construction or Non-Construction Contract	CONTRACT AMOUNT
			\$
			\$
			\$
			\$
Total:			\$
Total amount of Bid:			\$

The minimum Section 3 Goal is 25% of the prime contract award

The percentage of the amount of the prime contract to total subcontracts awarded to qualified Section 3 Business Concerns is:

%

*A Section 3 responsive bidder who commits to hire Section 3 Residents by directing employment and training opportunities toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, may use any combination of outreach efforts to meet the Section 3 commitment made when a Section 3 Economic Opportunity Plan has been submitted.*

**REMEMBER:** All employees of a business/firm count toward meeting your Section 3 compliance goals—Section 3 New Hires do not have to be construction workers, they just have to be a part of your permanent, full-time staff.

### **SAMPLE OUTREACH EFFORTS FOR CONTRACTORS SEEKING SECTION 3 RESIDENT EMPLOYEES**

- Enter into “first-source” hiring agreements with organizations representing Section 3 residents, such as *Work Source* or a local Workforce Investment Board. For more information, visit <http://www.calwia.org/lwia/index.cfm>
- Sponsor a HUD-certified “Step-Up” employment and training program for Section 3 residents.
- Advertise training and employment positions by distributing flyers (Notice of Section 3 Commitment or other flyer that identifies the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development(s) adjacent to the project site.
- Post training and employment position flyers in public housing developments, offices of the local government, and other conspicuous places.
- Contact State-approved apprenticeship programs to gain access to potentially low-income residents who are actively seeking job-placement and training. For more information on local apprenticeship programs, you can visit the California Department of Industrial Relations' database of local apprenticeship programs by visiting <http://www.dir.ca.gov/databases/das/aigstart.asp>
- Contact agencies administering HUD Youthbuild programs, and requesting their assistance to recruit current HUD Youthbuild program participants who are in need of permanent placement.
- Advertise any positions to be filled through the local media, such as community television networks, newspapers of general circulation, or commonly-used job placement websites such as [www.monster.com](http://www.monster.com)

## NOTICE OF SECTION 3 COMMITMENT

TO:

\_\_\_\_\_  
(Name of Labor Union, Workers Representative, etc.)

\_\_\_\_\_  
(Address)

Name of Business (Contractor): \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

The Undersigned currently holds a contract with \_\_\_\_\_ involving Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development or a subcontract with a prime contractor holding such contract.

You are advised that under the provisions of the above contract or subcontract and in accordance with Section 3 of the Housing and Urban Development Act of 1968, the undersigned is obligated to the greatest extent feasible, to give opportunities for employment and training to lower income residence of the CDBG-assisted project area and to award contracts for work on the project to business concerns which are located in or are owned in substantial part by project area residence.

Regarding employment opportunities for Section 3, the minimum number and job titles are:

Minimum Number	Job Classification

Regarding job referrals, request that consideration be given, to the greatest extent feasible, to assignment of persons residing in the service area or neighborhood in which the project is located.

The anticipated date the work will begin is \_\_\_\_\_. For additional information, you may contact \_\_\_\_\_, \_\_\_\_\_ at (\_\_\_\_\_) \_\_\_\_\_.

Contact Person's Name

Title

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Section 3 of the Housing and Urban Development Act of 1968. Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

\_\_\_\_\_  
(Print Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)